

20 SEP 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Signature by the Director of Routine Retirement
Letters to Agency Employees

REFERENCE : Memo to ExDir.-Compt dtd 8 Aug 66,
same subj

STAT

1. This memorandum contains recommendations in paragraphs 3 and 4 for your approval.

2. The question of who should sign retirement letters is really not one which can be resolved by analysis. The Director of Personnel feels that the Director should sign all retirement letters and I concur in this recommendation. There are about 100 such letters a year and the beneficial morale effect of the Director's signature is worthy of continuation.

3. If, however, the Director feels that this is an administrative burden, then it is suggested that the Director sign retirement letters to the categories of retirees as follows:

- a. To individuals with 15 years of Agency service.
- b. To GS-15's and above without regard to length of service.
- c. To individuals who deserve special recognition, as recommended by a Deputy Director or the Director of Personnel.

All other retirement letters could be signed by the Deputy Director concerned.

4. As indicated in paragraph 2, I recommend that the Director continue to sign all retirement letters.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

APPROVED:

L. K. White
Executive Director-Comptroller

DD/S:RLB:jvw (19 Sep 66)

Distribution:

Orig - Adse (for return to D/Pers via DD/S)

1 - ER

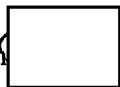
1 - D/Pers (w/h) w/O & 3ccys DD/S 66-4859

✓ 2 - DD/S Chrono, Subject

DD/S 66-4859: Memo dtd 14 Sep 66 to A-DD/S fm
D/Pers, same subj

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Mr. Bannerm



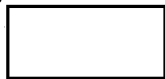
Agree

Concerning the attached memorandum -
do you really think it is necessary to attach
WITH ATTACHMENTS
Echols' 2-page memo to it (see para 2 of your
memo). It seems to me it will give Colonel White
an awful lot of reading on a subject you have covered
very well in your memo.

Could I retype your memo rewording it
that "I have discussed this matter with the Director
of Personnel and we recommend. . . ."

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no change



Miriam

19 left

9.19

2 May 67
Approved For Release 2003/05/27 : CIA-RDP84-00780R001400120034-9

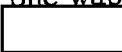
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The attached material has been in the Registry "hold" file pending approval by Col. White.

Dottie checked with Executive Registry re status.

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She was advised that Mr.  destroyed the original on 26 Sept and indicated the matter was "closed".

P.

Should D/Pers be advised?

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